EHBs Home Page and Navigation

This page has been made available in the EHBs as of March 15, 2018, and was updated on October 28, 2022.

As of June 11, 2021, the DUNS number has been replaced with the UEI, in many places in the EHBs. For more information please check out: Transition to Unique Entity Identifier (UEI)

This page provides information on the EHBs Home Page for external users, and is designed to help users easily navigate and quickly find the information needed.

- Enhancements to the EHBs Home Page made available on April 8, 2017
- Smart Assist and EHBs Search made available on July 7, 2017
- Usability Enhancements to the EHBs Home Page made available on March 15, 2017.
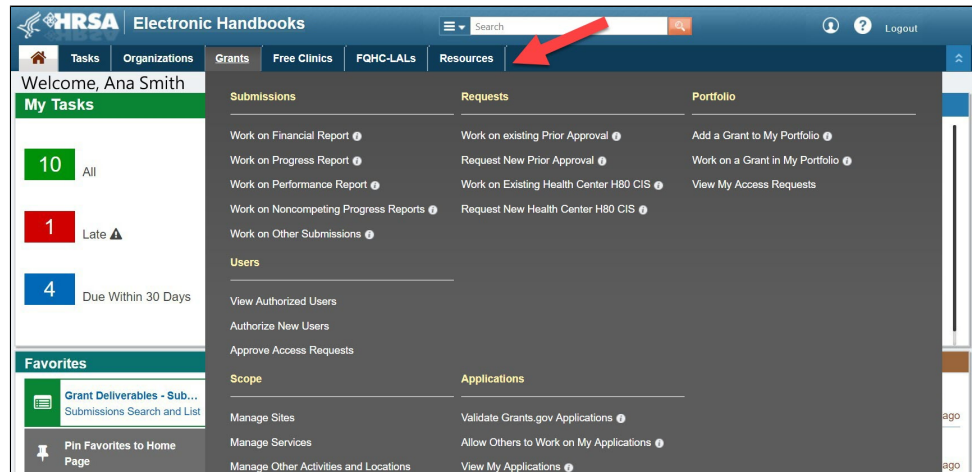
Overview

The EHBs Home Page has been redesigned and modified to improve your user experience. The Home Page friendly widgets to help you navigate to your tasks, view help videos, track completed items, pin your favorites Page for quick access, and seamlessly navigate to your recently accessed items. There are also Smart Assist allow you to receive assistance with the most common EHBs tasks without having to reach out to the HRSA Center, and will conveniently troubleshoot and guide you through the relevant steps for certain processes.

EHBs Home Page Documents	EHBs Home Page and Navigation Help Video

- EHBs Home Page and Navigation Quick Reference Guide - Concise one page document listing the EHBs Home Page and Navigation features.
- EHBs Home Page and Navigation User Guide - User Guide for the EHBs Home Page and Navigation with images and detailed descriptions.
- External Usability Enhancements Conceptual Overview

EHBs Home Page — HELP VIDEO

Impacted Users

- Grantees
- Applicants
- Free Clinics
- Look-Alikes

Step By Step Walk-Through

Top Navigation Panel	The Top Navigation Panel has a **fly-out menu** that contains shortcuts to the most commonly used features under each main navigation tab. To see the fly-out menu, hover over the tab you want to access by dragging your mouse on top of the tab.	
	When you hover over the **information, or "I", icon** next to most of the the shortcuts links, you will see a pop up window with additional information explaining the shortcut, as well as links to **Frequently Asked Questions.**	
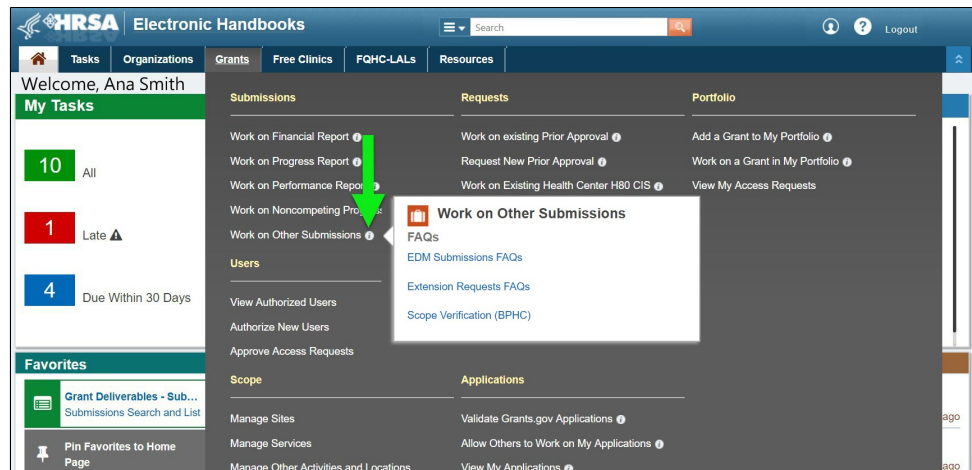
The **Resources Tab** on the Top Navigation Panel is where you will find help videos, Frequently Asked Questions, and other EHBs Help content, such as the EHBs Knowledge Base.

Here you will also see **Getting Started with EHBs**, which you can click on for guidance regarding everything you need to know to get started.

Share My Screen Feature

The Resources Tab has a Share My Screen link that you can use, only when prompted by the Help Desk, to help them provide you with EHBs support.
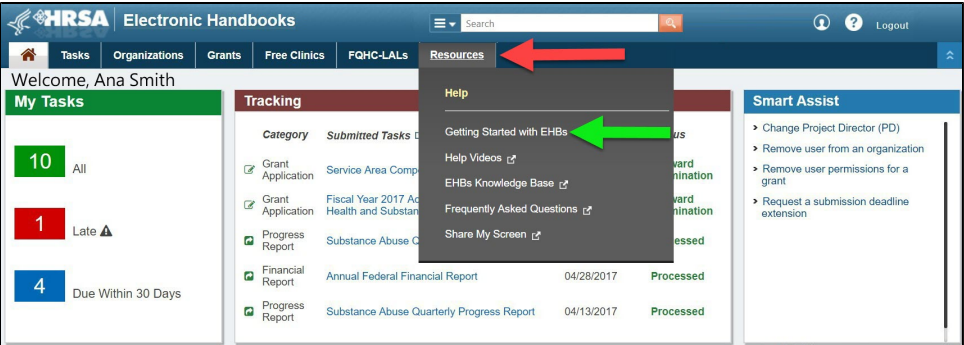
From the **Getting Started with EHBs** page, you can:

- Optimize your EHBs experience by changing your system settings.
- Take an Introductory Tour of the EHBs and get familiar with the HRSA EHBs.
- Explore all the Things you can do
- Access Frequently Asked Questions for a variety of common topics.

Welcome, Ana Smith

Getting Started
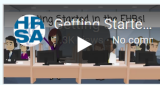
Prerequisites

Completed
HRSA EHBs Account Created

Not Optimized
Optimize EHBs experience by changing system settings

Completed
Registered to an Organization

HRSA EHBs Introductory Tour

Introduce yourself to the HRSA Electronic Handbooks. This video will get you started.

› View more help videos

⏱ 3:37

Things you can do

Organizations

Each organization entry in EHBs has a unique DUNS number. You need to register to an organization prior to working on applications, submissions, or requests related to it in EHBs.

You have registered to the following organizations:

DUNS	Organization	Role	Options
964271512	AAKEN WATFORD HEALTH SERVICE CORPORATION	Employee	Organization Home
517773381	BUCHANAN KAYE HEALTH DEPARTMENT	Authorizing Official	Organization Home
595116828	SHIRE UNIVERSAL MEDICAL CENTER	Authorizing Official	Organization Home

Is your organization not listed? Register to another organization

▸ Organization FAQs

Active grant applications for your organizations

Announcement	Organization	Application Tracking #	Options
HRSA-18-025	SHIRE UNIVERSAL MEDICAL CENTER	151681	Validate
HRSA-18-026	SHIRE UNIVERSAL MEDICAL CENTER	152103	Validate

▸ Grant Application FAQs

FQHC Look-Alikes

▾ FQHC Look-Alikes FAQs

› Read about Health Center Program Look-Alike Program ⤢

| **EHBs Search** | The EHBs **Search feature** is a quick way to search across different areas of the EHBs.

You can use EHBs Search to quickly lookup your grant information, or find relevant knowledge base articles and FAQs.

Here are some **sample searches** that you can try:

- Your grant number
- Your organization name, UEI, or DUNS number
- Question related to EHBs. For example: "How to apply for a grant", or "Add a grant". | |

HRSA Electronic Handbooks

Search

Logout

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs | Resources

Welcome, Ana Smith

My Tasks

10 All

1 Late ⚠

4 Due Within 30 Days

Tracking

Category	Submitted Tasks	Submitted	Status
Grant Application	Service Area Competition (HRSA-18-021)	09/06/2017	Award Determination
Grant Application	Fiscal Year 2017 Access Increases in Mental Health and Substance Abuse Services (AIM…	07/26/2017	Award Determination
Progress Report	Substance Abuse Quarterly Progress Report	07/14/2017	Processed
Financial Report	Annual Federal Financial Report	04/28/2017	Processed
Progress Report	Substance Abuse Quarterly Progress Report	04/13/2017	Processed

Smart Assist

› Change Project Director (PD)
› Remove user from an organization
› Remove user permissions for a grant
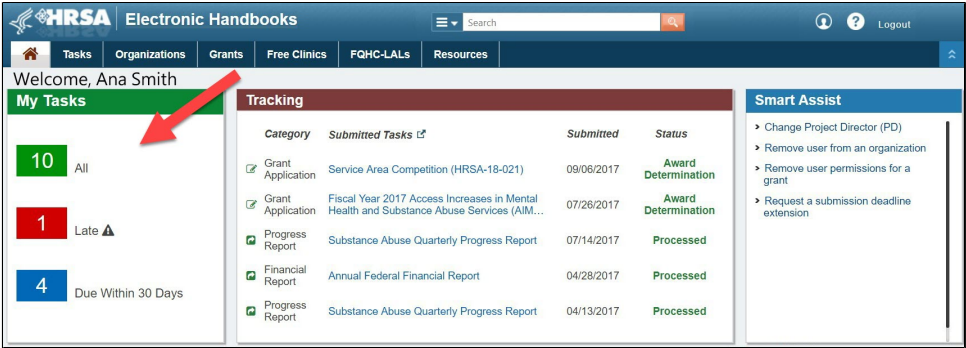› Request a submission deadline extension

| **My Tasks Widget** | The **My Tasks Widget** displays a summary count of the following information:

• Total number of pending tasks in green

• Number of late tasks in red

• Number of tasks that are due within 30 days in blue.

> Clicking each task number will take you directly to your pending tasks page.
>
> However, if you have no pending tasks and the count is zero, you will not be able to click on these. | |
|---|---|---|
| **Tracking Widget** | | |

The **Tracking Widget** allows you to quickly check the status of the most recently submitted Applications, Prior Approval Requests, CIS Requests, and Submissions.

Helpful Tips!

- You can also easily access there a read-only version of the tasks, **that you have permissi**

HRSA Electronic Handbooks

Search

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Welcome, Ana Smith

My Tasks

10	All
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Smart Assist

- › Change Project Director (PD)
- › Remove user from an organization
- › Remove user permissions for a grant
- › Request a submission deadline extension

ons for, by clicking the name of the task.

- You will be able to see the status of grant applications for all the organizations you are regi

stered to, regardless of whether you worked on the application or not. The submissions displayed in the Tracking widget depen

d on your grant level privileges. This means that you will only be able to see the status of submissions for which you have the cor

rect grant level privileges.

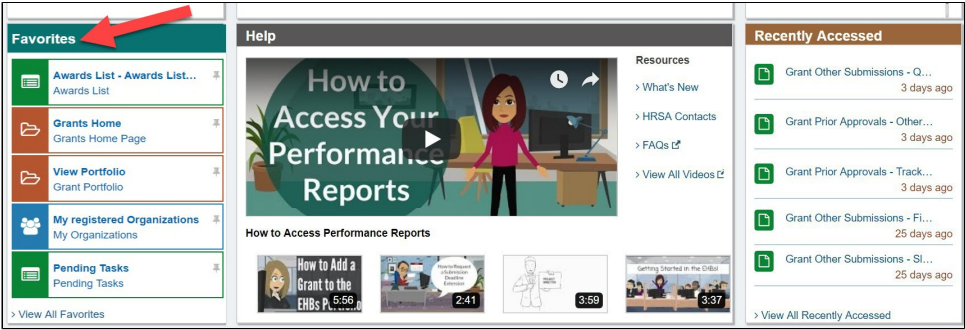|		
Smart Assist Widget	The **Smart Assist Widget** allows you to **receive assistance** with the most common EHBs tasks without reaching out to the HRSA Contact Center. The Smart Assist will **troubleshoot and guide** you through the relevant steps needed for certain processes. The Smart Assist will help you with the following tasks: • Change a grant Project Director (PD) • Remove a user from an Organization • Remove user permissions for a grant • Request a submission deadline extension	
Favorites Widget		

The **Favorites Widget** provides quick navigation to the EHBs pages you use most often, such as Organization and Grant Folders.

Favorites

Awards List - Awards List...
Awards List

Grants Home
Grants Home Page

View Portfolio
Grant Portfolio

My registered Organizations
My Organizations

Pending Tasks
Pending Tasks

> View All Favorites

Help

How to Access Your Performance Reports

How to Access Performance Reports

Resources
> What's New
> HRSA Contacts
> FAQs
> View All Videos

5:56   2:41   3:59   3:37

Recently Accessed

Grant Other Submissions - Q...
3 days ago

Grant Prior Approvals - Other...
3 days ago

Grant Prior Approvals - Track...
3 days ago

Grant Other Submissions - Fi...
25 days ago

Grant Other Submissions - Sl...
25 days ago

> View All Recently Accessed

ng on the "PushPin" icon, displayed on the top right corner of each Favorite Block.

- For your convenience, favorites will be color-coded based on page type.
- Only five items will be displayed at a time in the Fa

vorites widget of your Home Page. The first five items you add as favorites will automatically be pinned to your Home Page. If yo

u add a sixth item to your favorites, it will not automatically be pinned to your Home Page.

- You can go to your Manage Favorites p

age to unpin another item and pin the newest items so that it shows on your Home Page, by clicking on the **View All Favorites link**

at the bottom of the Favorites Widget.

From the **Manage Favorites page,** you can pin and unpin items to your Home Page by clicking on the pushpin icons in the left column, "Pin to Home Page".

HRSA | Electronic Handbooks

Search

Tasks | Organizations | Grants | Free Clinics | FQHC-LALs | Resources

⭐ Manage Favorites

		Page size: 15 ▾ Go		9 items in 1 page(s)

Pin to Home Page	Page Type	Page Name	Date Added	Options
	All ▾ 🔽	🔽	🔽	
Group: Organization (7)				
📌	Organization	Organization Profile - AAKEN WATFORD HEALTH SERVICE CORPORATION(DUNS:964271512)	EU	02/14/2018	✖ Delete ▾
📌	Organization	My Organizations	EU	02/18/2018	✖ Delete ▾
📌	Organization	Organization Home - BUCHANAN KAYE HEALTH DEPARTMENT(DUNS:517773381)	EU	02/14/2018	✖ Delete ▾
📌	Organization	Manage Users - BUCHANAN KAYE HEALTH DEPARTMENT(DUNS:517773381)	EU	02/14/2018	✖ Delete ▾
📌	Organization	Organization Home - AAKEN WATFORD HEALTH SERVICE CORPORATION(DUNS:964271512)	EU	02/14/2018	✖ Delete ▾
📌	Organization	Organization Profile - BUCHANAN KAYE HEALTH DEPARTMENT(DUNS:517773381)	EU	02/14/2018	✖ Delete ▾
📌	Organization	Organization Home - SHIRE UNIVERSAL MEDICAL CENTER(DUNS:595116828)	EU	02/14/2018	✖ Delete ▾
Group: Tasks (2)				
📌	Tasks	Pending Tasks	EU	02/09/2018	✖ Delete ▾
📌	Tasks	Submissions Search and List	EU	01/30/2013	✖ Delete ▾

		Page size: 15 ▾ Go		9 items in 1 page(s)

Save

- If the pushpin icon is upright and green, the item will be pinned to your Home Page.
- If the pushpin icon is horizontal and blue, the item will not be pinned to your Home Page, however you will still be able to access it from your Home Page by clicking on the View All Favorites link.
- Make sure to click the Save button to save any changes made in the Manage Favorites page.

To Add pages to your Favorites list, click on the Star icon in the bottom right corner of any page you are on, such as an Organization Folder home page.

Helpful Tip!

If a page cannot be added as a Favorite to your Favorites list, the Star icon will be white, letting you know that this feature is disabled for the page you are on.

Help Widget

The **Help Widget** allows you to easily access helpful resources and some of the training videos right from the Home Page. Here you will see "What's New", HRSA Contacts, Frequently Asked Questions, and you can view a list of all videos available to you.

- In the **What's New** you can find information about changes and new features to the EHBs.

- **HRSA Contacts** takes you to the Contact Us page where you will find contact information for the Project Officer (PO) and the Grants Management Specialist (GMS) for all the grants listed in your EHBs Portfolio. Here you will also find contact information for the HRSA Contact Center.

- The **FAQs** link takes you to a list of Frequently Asked Questions sorted by EHBs topics.

| **Recently Accessed** | The **Recently Accessed Widget** will allow you to navigate to tasks and areas in EHBs you recently worked on, or started but did not complete. Items in this list will be added automatically as you work in the EHBs. You do not have to worry about keeping track of and adding items to this list!

Helpful Tips! | |

- Item types will be color coded for easier identification.
- The Recently Accessed Widget will show different items than the items sli

sted in the Tracking widget. (The Recently Accessed widget lists all items that you have recently accessed in the EHBs, su

ch as a task that you are working on and have not yet completed, or are a read-only pages such as the Organization Home Page. The

Tracking widget on the other hand only displays completed tasks as they go through the HRSA review process).

- The Tracking widget will not display folders such as the Organization Folder Home or the Grant Folder Home.

Contacts

You can easily access the **Contact Us** section right from the home page by clicking on the **HRSA Contacts link in the Help Widget.**

The Contact Us section conveniently includes information for our Contact Center, as well as Project Officer (PO) and Grant Management Specialist (GMS) contact information for all the grants listed in your EHBs Portfolio.

HRSA | Electronic Handbooks

Search

| Tasks | Organizations | Grants | Free Clinics | FQHC-LALs | Resources |

✉ Contact Us

Contact Center

For navigation and system related issues

Time	Phone	Link to contact us
8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday	877-Go4-HRSA/877-464-4772	click here

Grant Contacts

For program related questions contact the PO
For grants administration questions contact the GMS

Organization Name	Grant Number	Project Officer (PO)	Grant Management Specialist (GMS)
PHYSICIANS HEALTHCARE NETWORK, WASHINGTON, D.C.	H80XX00000	John Smith jsmith@hrsa.gov 301-123-1234	Ana Smith asmith@hrsa.gov 301-123-1234